



Position Description

TITLE: Bookstore Manager

GRADE: 1T/P

HIRING RANGE: \$37,068 - \$40,267

Job Summary: *(Brief description of the overall purpose of the position.)*

Under the general supervision of the Campus Dean, the Bookstore Manager is responsible for the operation of the campus bookstore, including planning, purchasing, budgeting, marketing, merchandising, customer service, and personnel management. The incumbent has responsibility for developing and implementing operating policies and procedures consistent with acceptable accounting requirements and college policy.

Essential Duties/Job Scope: *(The primary and integral job tasks for which the position exists, and the extent or range of operations of those duties.)*

This position purchases and merchandises books, supplies, soft goods and convenience items to serve the academic and social needs of the college community; maintains good working relationship with students, faculty, administration, and the general public; assesses bookstore needs; ensures service-oriented operations; manages inventory, budget, cash, and personnel.

Supervision Received:

This position receives general supervision from a senior-level administrator

Supervision Exercised:

This position provides supervision and/or close supervision to clerical staff and/or part-time and work-study students.

Representative Duties/Responsibilities:

This position determines bookstore inventory needs; determines vendor sources; places orders; ensures timely availability of required textbooks; researches and determines suitability of non-textbook merchandise; maximizes bookstore resources; seeks out ways to increase bookstore revenues; develops and manages budget; monitors and analyzes financial statements and sales trends; manages cash; prepares reports; oversees procedures and formulates new policies; develops and institutes changes to improve economy, efficiency and quality of operations and services; provides individualized customer services; hires, trains, schedules, supervises and directs bookstore personnel; develops, encourages, and maintains positive relationships with faculty, staff, students, and suppliers; processes invoices and credit memos; follows-up on financial transactions, shipments, faulty or defective merchandise; coordinates used book buy-back service; plans, organizes and performs bookstore inventories; works closely with Central Business Office and external auditors; provides liaison with college organizations; and performs other duties as assigned.

Knowledge and Abilities:

Knowledge of: generally accepted accounting principles; purchasing and merchandising practices and methods

Ability to: organize and prioritize work; meet deadlines; strong verbal, written, negotiating and interpersonal skills; lift 25 lbs. and push/pull up to 50 lbs; use office equipment such as computer, calculator, and Point-of-Sale system.

Training and Experience:

Bachelor's Degree from an accredited institution and 1 year related work experience, or Associate's Degree or two-year college certificate, vocational school, or technical program beyond high school, business college or similar training efforts and 2 years related experience; or High School Diploma/GED and 4 years related experience

Special Conditions of Employment:

Successful completion of a background check is required. Travel to trade shows/other regional or national events may be required. Incumbents in this position will adhere to all

Position Description
BOOKSTORE MANAGER
Page 3

safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions:

This position requires frequent standing and sitting, and occasional walking; occasional climbing, balancing, stooping, kneeling, bending, squatting; frequent pushing/pulling, and reaching with hands/arms, and constant handling objects and using finger movements; frequent lifting, carrying, pushing/pulling up to 25 lbs., and occasionally up to 50 lbs.; ordinary talking, hearing, and vision capabilities; constant reading/comprehending, performing calculations, communicating orally, and reasoning/analyzing, and occasional writing; occasional work in high, precarious places. Work is performed using a computer, standard office equipment, Point-of-Sale System cash register daily, and a hand-truck, step or full ladder frequently.

Revised 6.10.08

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.